

Chapter 2: RRF Logistics Organization and Responsibilities

2.0 Organizational Responsibilities

The following paragraphs describe in general terms the responsibilities of the organizations and positions supporting the RRF Logistics Support System (RRF/LSS).

2.1 MARAD/RRF Headquarters

MARAD Headquarters in Washington, D.C., provides overall RRF program policy, management, direction, and support through the offices and divisions described below:

2.1.1 Associate Administrator for National Security (MAR-600)

The Associate Administrator for National Security has overall responsibility for ensuring the coordination and implementation of the policies and procedures contained in this manual.

2.1.2 Office of Ship Operations (MAR-610)

The Director, Office of Ship Operations serves as the RRF Program Manager and is responsible for the coordination and implementation of the policies contained in this manual. Responsibilities include:

- a. Through management reports and general oversight, ensure that the RRF/LSS effectively supports the requirements of the RRF.
- b. Provide adequate funding and personnel to support all aspects of the RRF Logistics Support System.
- c. Approve the issue of instructions, manuals, and other directives required to implement RRF/LSS policies and procedures.
- d. Coordinate inter-agency support with the US Transportation Command (USTC), the Military Sealift Command (MSC) and other agencies.
- e. Approve proposed spare parts provisioning actions for vessels undergoing conversion, upgrade, or sealift enhancement.

2.1.3 Chief, Division of Ship Maintenance and Repair (MAR-611)

The Chief, Division of Ship Maintenance and Repair supervises RRF maintenance and repair systems, funding, and methodologies. Responsibilities include:

- a. Provide technical assistance and guidance to MAR-614 in matters involving RRF logistics support.
- b. Advise MAR-614 of all issues that may impact RRF logistics readiness.
- c. Conduct a final review of excess material staged for disposal.
- d. Review all Allowance Change Requests (ACRs).
- e. Fund special programs.

2.1.4 Division of Logistics Support (MAR-614)

The Chief, Division of Logistics Support serves as the RRF Logistics Support System Program Manager.¹ Responsibilities include:

- a. Develop and implement the policies, procedures, and systems necessary to provide effective logistics support for the RRF.
- b. Monitor and evaluate region logistics support programs and activities.
- c. Ensure that region Ship Managers, maritime schools operating RRF ships, and SBS Warehouse operations comply with established logistics support policies and procedures.
- d. Revise the *RRF Logistics Management Manual* (LMM), when required.
- e. Supervise the management, development, and operation of MLSS, PC-SAL and associated systems.
- f. Maintain and monitor the functionality and validity of MLSS and PC-SAL databases, in accordance with MAO 630-7 and the RRF Logistics Management Manual.
- g. Coordinate, develop and approve all RRF Shipboard Allowance Lists (SALs).

¹Maritime Administrative Order 630-7, dated June 24, 1996, paragraph 4.05.



- h. Coordinate logistics support requirements for new RRF vessel acquisitions, upgrades and conversions.
- i. Monitor the security and storage of RRF spare parts, outfitting items, Accountable Property and Shore-based Spares.
- j. Schedule periodic region Logistics Support Audits, RRF HQ LMRs, and validations of RRF vessel and SBS warehouse inventories.
- k. Develop and implement RRF configuration management and provisioning programs.
- l. Approve and direct the transfer of Shore-based Spares among regions.
- m. Exercise technical and administrative supervision and control over the Shore-based Spares Program.
- n. Provide logistics support training and guidance to Region personnel as required.
- o. Provide periodic financial accountability reports for Shore-Based Spares operations to the Chief, Division of Accounting Operations (MAR-333).
- p. Serve as the designated Accountable Property Officer (APO) for all Shore-based Spares, per MAO 330-13.
- q. Serve as the Property Administrator for all Accountable Property and spare parts onboard RRF vessels.
- r. Program and manage logistics support funds.

2.1.5 Division of Supply, Space and Office Services (MAR-313)

The Division of Supply and Space Management is responsible for all policy and procedures concerning matters of personal property management.

2.1.6 Division of Accounting Operations (MAR-333)

The Chief, Division of Accounting Operations is responsible for maintaining financial accountability records for Shore-based Spares based on periodic summary transaction reports received from MAR-614.

2.1.7 Office of Acquisition (MAR-380)

The Office of Acquisition provides contracting and purchasing support and guidance.

2.2 Region Offices

Of the five MARAD regions, only the South Atlantic, Central, and Western Regions have significant management responsibilities under the RRF Logistics Support Program. Each Region is organized in a similar, but not identical manner.

2.2.1 Region Director

The Region Director is the senior MARAD official in each region. Responsibilities include:²

- a. Appoint a region Logistics Management Officer (LMO) for the region.
- b. Appoint a region Accountable Property Officer (APO) for shipboard spare parts and Accountable Property.

2.2.2 Region Ship Operations and Maintenance Officer (SOMO)

The SOMO is responsible for scheduling activations, yard periods, and other RRF vessel evolutions, and as such must be aware of the logistics readiness status of the RRF vessels assigned to the Region. Responsibilities include:

- a. Approve Configuration Change Proposals (CCPs)³.
- b. Ensure the logistics policies and procedures outlined in this manual are carried out.
- c. Ensure ship manager turnovers are conducted properly.

2.2.3 Logistics Management Officer (LMO)

The region LMO reports to the region SOMO and liaises with MARAD Headquarters (MAR-614) on all logistics support related matters. Responsibilities include:

- a. Serve as the APO for all Accountable Property and spare parts on RRF vessels in the region. Coordinate overall RRF logistics support functions within the region.
- b. Review and document the performance of the Ship Managers and school ships with respect to configuration management, inventory management

² Maritime Administrative Order 630-7 dated June 24, 1996, paragraph 4.06.

³ Maritime Administrative Order 630-7 dated June 24, 1996, paragraph 4.07.



and control of Accountable Property.

- c. Review and document the Ship Manager's maintenance of PC-SAL databases.
- d. Ensure Region and Ship Manager personnel are competent in the execution of logistics management responsibilities, including the use of PC-SAL and property management procedures.
- e. Conduct periodic region LMRs to ensure compliance with the logistics support requirements set forth in the Ship Manager Contract and the Logistics Management Manual.
- f. Authorize and coordinate the removal of excess spare parts and Accountable Property from RRF vessels.
- g. Review the results of Accountable Property inventories.
- h. Manage and safeguard regional Shore-based Spares inventory as directed by HQ and the Logistics Management Manual.
- i. Responsible for the integrity of data entered into the SBS module.
- j. Conduct a joint inventory of Accountable Property and spare parts upon award of a new Ship Manager contract, termination of a ship manager, transfer of a vessel from one region to another, or when there is reason to believe that significant deficiencies exist in property or spare parts accountability.
- k. Supervise and train all region logistics support personnel.
- l. Communicate and coordinate with MAR-614 on all region logistics related matters.
- m. Keep the Region Director, the SOMO and MAR-614 informed of the operating status of the SBS warehouse.
- n. Assure the safe operation and proper maintenance of the MARAD SBS warehouse facilities and MHE.
- o. When authorized by MAR-614, review and evaluate the work of the MARAD logistics support contractor.
- p. On an annual basis, provide a report to MARAD Headquarters (MAR-614) of all items surveyed as lost, damaged or destroyed in the region.⁴

2.2.4 Marine Surveyors

Marine surveyors are engineering and management representatives assigned to each RRF vessel by the region SOMO. They normally serve as the MARAD

Contracting Officer's Technical Representative (COTR) or Alternate COTR (ACOTR) for assigned vessel(s). Responsibilities include:

- a. Review and approve any new purchases of Accountable Property.
- b. Review and evaluate provisioning packages.
- c. Ensure the Chief Engineer and the Port Engineer review provisioning packages.
- d. Review and forward Configuration Change Proposals for vessels undergoing repair or overhaul.
- e. Ensure that shipyard work packages include provisions for reporting equipment additions, deletions, and change-outs.
- f. Ensure that all equipment change-out contracts provide for the proper disposal of scrap material, and the purchase of needed spare parts.
- g. Ensure that funding for the replenishment of spare parts is identified and requested.
- h. Participate in Headquarters and region LMRs.

2.2.5 SBS Warehouse Manager

The region LMO will appoint a Warehouse Manager for each MARAD SBS warehouse in the region. The Warehouse Manager will report to the region LMO on all logistics and warehouse management related issues. Responsibilities of the SBS Warehouse Manager are as follows:

- a. Enter data into MLSS.
- b. Identify and manage excess material.
- c. Serve as the initial point of contact for GSA Sales.
- d. Serve as a custodian for all Shore-based Spares and equipment in his or her assigned warehouse.
- e. Ensure the proper maintenance, cleanliness, security, and safety of warehouse facilities and Shore-based Spares.

2.2.6 Inventory Management Specialists

Under the direction of the region LMOs, inventory management specialists conduct region directed LMRs to evaluate the performance of Ship Managers and assess the overall readiness of assigned RRF vessels. Duties may also include logistics training and monitoring the performance of the logistics contractor.

⁴Maritime Administrative Order 630-7, dated June 24, 1996.



2.3 Ship Managers

All Ship Managers or state maritime academy representatives with current management responsibility of MARAD RRF property are considered “Property Custodians.” As such, they are responsible for the custody and security of shipboard spare parts, and Accountable Property in accordance with this manual, the FAR, the current Ship Manager’s contract, or applicable school ship custody agreement.

Responsibilities include:

- a. Update the equipment configuration, inventory management and Accountable Property information contained in PC-SAL.
- b. Supervise the receipt, protection, control, accountability, use and distribution of spare parts and Accountable Property in accordance with this manual.
- c. Submit complete and descriptive Reports of Survey (DOT Form 4410) to the Region APO as required by DOT Order 4410.4.
- d. Participate in Headquarters and Region LMRs.